

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET				
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER					
RECOMMENDED									
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE					9. INCUMBENT (Optional)				
OFFICIAL									
10. TITLE Economist									
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER		
GS	110		05	MONTH/DAY/YEAR	YES	NO	MS		
				4/22/2002					
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)									
1st					5th				
2nd					6th				
3rd					7th				
4th					8th				
SUPERVISOR'S CERTIFICATION									
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.									
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature			23. Date
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM									
FACTOR			25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK		26. POINTS
1. Knowledge Required					6. Personal Contacts				
2. Supervisory Controls					7. Purpose of Contacts				
3. Guidelines					8. Physical Demands				
4. Complexity					9. Work Environment				
5. Scope and Effect					27. TOTAL POINTS				27.
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63).								28. GRADE	28.
CLASSIFICATION CERTIFICATION									
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.									
29. Signature /S/ MARILYN STETKA							30. Date 4/22/2002		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)									
32. Remarks FLSA: N Standard Job #110-05							33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R		2. DEPT. CD/AGCY-BUR-CD. (4)		3. SON (4)	
				4. MR. NO. (6)	
				5. GRADE (2) 05	
				6. IP NO. (8)	

B. MASTER RECORD											
1. PAY GS		2. OCC.SER (4) 110		3. OCC FUNC.		4. OFF. TITLE CD 0003		5. OFF. TITLE (38) ECONMST			
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others				8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION															
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 05							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE													
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGE 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div> 9=Other </div> </div>															
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									
32. REMARKS Standard Job #110-05															

A. Major Duties

Independently or in support of higher-graded economists, performs specific routine analytical or research related assignments for professional career development.

Receives assignments which provide a variety of training and experiences and encourage professional growth and development.

Assignments are selected by the supervisor with a view to the employee's development, exposure to procedures, mastery of basic techniques, and understanding of agency and USDA objectives and policies.

B. Evaluation Factors

1. Knowledge Required by the Position

A basic knowledge of concepts and principles of economics in order for the employee to perform developmental tasks and allow for career development. Also required, is the ability to apply this knowledge as demonstrated through: oral and written presentations, the selection of appropriate source or reference materials, and carrying out economic related analytical assignments.

2. Supervisory Controls

The supervisor, directly or through a higher-level employee, provides clear and specific instructions concerning form, methodology, sources and priority of assignments. The incumbent works as instructed, consulting with the supervisor on all problems not covered in the original instructions. Work is reviewed for accuracy, appropriateness, methodology, responsiveness, sources, and conformance with policy.

3. Guidelines

Specific, detailed guidelines exist covering all important aspects on what is done and the sources to be used. When guidelines are not directly applicable, the supervisor specifies materials or persons to be consulted. Deviations must be authorized by the project supervisor.

4. Complexity

Assignments consist of a variety of steps and methods designed to orient the employee to the Agency's terminology, procedures, and data sources and

relationships. The employee searches for and identifies facts and considers their relevance to the economic issues at hand, and presents information developed in a logical and clear manner. At this level, tasks are assigned primarily for training purposes.

5. Scope and Effect

The work involves discrete tasks such as gathering information or statistics as part of a larger project. The impact is limited, e.g., the information facilitates the work of others within the organization.

6. Personal Contacts

Personal contacts are primarily with fellow workers within the unit. Contacts with other offices are to transmit or request factual information.

7. Purpose of Contacts

The purpose of the contacts is to obtain facts related to the assigned task and to exchange or relate non-controversial factual information.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in a typical office setting.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____